

**Board of Selectmen  
Agenda  
Municipal Center Resource Room  
Tuesday December 21, 2021**

**7:00 PM**

- Call to Order
- Pledge of Allegiance
- Chairman Announcements
- Citizen's Forum

1. Local Cultural Council Appointment / Dyan Larson-Parker – Possible Vote(s)
2. Octoberfest Location Discussion – Possible Vote(s)
3. BOH Temporary Staff for COVID-19 Contact Tracing – Possible Vote(s)
4. Town Vehicle Use – Possible Vote(s)
5. Personnel Policies & Procedures Amendment / Military Leave 2<sup>nd</sup> Reading
6. Discussion of Current COVID-19 Protocols and Outlook – Possible Vote(s)
7. Gilboa Street Project Allocation of Funds – Possible Vote(s)
8. FY2023 Budget Outlines – Possible Vote(s)
9. Review 2022 License Renewals – Possible Vote(s)
  - Automatic Amusement
  - Class II
  - Common Vic
  - Entertainment
  - Liquor License Renewals - 2<sup>nd</sup> Review
  - Pool Table
10. Approve Minutes – Possible Vote(s)
11. Town Administrator's Report
12. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
13. Executive Session
  - a. Collective Bargaining
  - b. Interest in Real Property
  - c. Investigation
  - d. Litigation – Joint Meeting with Water/Sewer Commissioners
14. Adjournment

**Note: Times are estimates unless denoted as a Hearing.**

**The Town of Douglas is an equal opportunity provider, and employer.**

BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY DECEMBER 21, 2021

**Attendance:** Chairman Kevin Morse called the meeting to order at 7:00 pm in the Municipal Center Resource Room. In attendance: Timothy Bonin, David Cortese, Mike Fitzpatrick, TA Matthew Wojcik, Lisa Freeman, and Richard Bowen (Town Counsel).  
Hal Davis joined the meeting (remote) at 7:09 PM.

**(0:05) Chair Kevin Morse calls meeting to order at 7:00 PM**

**(0:09) Pledge of Allegiance**

**(0:28) Chairman's Announcements: NONE**

**(0:31) Citizen's Forum: NONE**

**(0:38) 1. Local Cultural Council Appointment / Dyan Larson-Parker – Possible Votes**

Ms. Larson-Parker is present at meeting and stated her interest and reason for volunteering her time for this committee. The Board would like to thank Dyan for volunteering.

**(2:05) Motion to approve the appointment for a 3-year term with the Local Cultural Council made by Tim Bonin, seconded by David Cortese, all in favor-aye. Roll call vote: Mike Fitzpatrick-aye, Tim Bonin-aye, Kevin Morse-aye, David Cortese-aye, Hal Davis-aye.**

**(2:29) 2. Octoberfest Location Discussion – Possible Votes**

Octoberfest Committee is present along with the Public Safety Chiefs Police Chief Nick Miglionico, Fire Chief Kent Vinson, and Highway Superintendent John Furno. This discussion is meant to give the Public Safety Chiefs' the opportunity to present their concerns with the current location of Octoberfest, and try to come up with ways to remedy those issues.

Chief Miglionico stated the issues of traffic, specifically tractor trailer trucks that must be detoured off Main Street to narrow side streets and bridges that have weight limits. Chief Vinson spoke about parking issues on the narrow side streets, and having no room to get emergency vehicles down the roads. Town Counsel Richard Bowen suggested a temporary truck exclusion Chapter 40 Section 22 which allows towns the authority do truck exclusion orders, but they must be approved by the state. There were

questions if the truck exclusion will be abided. The Board asked the Octoberfest Committee to come to the table for their input. Mr. Bonin asked the committee what their response would be if they were asked to move the location of Octoberfest. The Committee said that they would not oversee Octoberfest and a committee with new members would have to form. The Board wants to make it clear that they do not want to shut Octoberfest down or have people quit, but they cannot ignore several safety concerns regarding the event. Matt Wojcik suggested possibly using the schools for parking and providing a shuttle service. Attorney Richard Bowen after doing some research found information through the Mass DOT that is governed by the uniform manual for traffic control, on page 552 states a temporary traffic control zone can be put into effect for events. Chief Miglionico said that he will get in touch with their contact at DOT and gather more information on a temporary traffic control zone. The Board feels that if the issue of the trucks going over bridges that cannot hold their weight is solved, they would feel more comfortable.

**No vote taken.**

**(1:00:17) 3. BOH Temporary Staff for COVID-19 Contact Tracing – Possible Votes**

TA Wojcik states that the Public Health Nurse needs assistance with contact tracking because her position is part time and she needs more help with data recording and follow ups. TA Wojcik stated that he can make this appointment with the approval of the Board of Selectmen and hire immediately without posting, but can only retain that person for a maximum of 6 months or until funding runs out without having to present at town meeting to be approved. This position is an M-1 Step 9 at \$17.88/hr. on the compensation schedule.

**(1:05:57) Motion to approve the job description for a temporary contact tracing position for the Board of Health and authorize TA Wojcik to move to hire without posting the position made by Tim Bonin, seconded by David Cortese, all in favor-aye. Roll call vote: Mike Fitzpatrick-aye, Tim Bonin-aye, Kevin Morse-aye, David Cortese-aye, Hal Davis-aye.**

**(1:07:07) 4. Town Vehicle Use – Possible Votes**

TA Wojcik would like to see a policy put in place allowing town employees that live in town to take their town vehicle home. Board suggested to make a temporary vote so that they can talk more about a permanent policy.

**(1:15:04) Motion to allow employees use of town vehicles at the discretion of the Town Administrator pending a formal policy being written made by Kevin Morse, seconded by David Cortese, all in favor-aye. Roll call vote: Mike Fitzpatrick-aye, Tim Bonin-aye, Kevin Morse-aye, David Cortese-aye, Hal Davis-aye.**

**(1:15:47) 5. Personnel Policies & Procedures Amendment / Military Leave 2<sup>nd</sup> Reading**

Only changes from 1<sup>st</sup> reading was removal of the word firefighter, replaced with employee.

**(1:16:17) 6. Discussion of Current COVID-19 Protocols and Outlook – Possible Votes**

TA Wojcik suggests keeping everything voluntary, but post under current circumstances that we strongly urge people to wear masks and social distance in public spaces starting December 27, 2021. **No vote taken.**

**(1:21:47) 9. Review 2022 License Renewals – Possible Votes**

- Automatic Amusement
- Class II – Building Department inspections (if applicable) are being done in January.
- Common Vic – Building and Fire have signed off on everything in Boards files except an outstanding excise for the Picket Fence.
- Entertainment – Beagle Club, Douglas Orchard, and Farm and Sokol.
- Liquor License Renewals – 2<sup>nd</sup> Review – Building and Fire have signed off on everything in Boards files except an outstanding excise for the Picket Fence.
- Pool Table – Sokol and Whitinsville Fish and Game.

**(1:27:35) Motion to approve the Liquor and Common Vic Licenses made by David Cortese, seconded by Tim Bonin, all in favor-aye. Roll call vote: Mike Fitzpatrick-aye, Tim Bonin-aye, Kevin Morse-aye, David Cortese-aye, Hal Davis-aye.**

**(1:28:47) Motion to approve Automatic Amusement for Breezy Picnic Grounds made by Tim Bonin, seconded by David Cortese, all in favor-aye. Roll call vote: Mike Fitzpatrick-aye, Tim Bonin-aye, Kevin Morse-aye, David Cortese-aye, Hal Davis-aye.**

**(1:29:47) Motion to approve Pool Table licenses made by Tim Bonin, seconded by David Cortese, all in favor-aye. Roll call vote: Mike Fitzpatrick-aye, Tim Bonin-aye, Kevin Morse-aye, David Cortese-aye, Hal Davis-aye.**

**(1:30:15) Motion to approve Entertainment licenses made by Tim Bonin, seconded by Mike Fitzpatrick, all in favor-aye. Roll call vote: Mike Fitzpatrick-aye, Tim Bonin-aye, Kevin Morse-aye, David Cortese-aye, Hal Davis-aye.**

**(1:31:05) Motion to approve Class II licenses contingent that all necessary inspections are completed made by Tim Bonin, seconded by Mike Fitzpatrick, all in favor-aye. Roll call vote: Mike Fitzpatrick-aye, Tim Bonin-aye, Kevin Morse-aye, David Cortese-aye, Hal Davis-aye.**

**(1:31:36) 7. Gilboa Street Project Allocation of Funds – Possible Votes**

TA Wojcik and Bob Minarik presented project details. Overall to complete all water and sewer infrastructure system improvements and expansions necessary to support private sector investment in two warehouse/distribution buildings, with incidental benefits. The total budget for all estimated costs, including all contingencies is \$8,507,093 and this project must be broken down into four different contracts due to the different funding sources. **No vote taken.**

**(2:00:10) 8. FY2023 Budget Outlines – Possible Votes**

**(2:00:21) Motion to hold off discussion until next meeting in January made by Kevin Morse, seconded by Mike Fitzpatrick, all in favor-aye. Roll call vote: Mike Fitzpatrick-aye, Tim Bonin-aye, Kevin Morse-aye, David Cortese-aye, Hal Davis-aye.**

**(2:01:00) 11. Town Administrator's Report**

TA Wojcik will circulate an action plan from our property & casualty insurance carrier. Right now our claims to premium ratio is 341%. If we were not a long standing member with MIIA we would have been "booted".

**(2:02:35) 10. Approve Minutes – Possible Votes**

**(2:02:39) Motion to approve December 7, 2021 regular session minutes made by Tim Bonin, seconded by Kevin Morse, all in favor-aye. Roll call vote: Mike Fitzpatrick-aye, Tim Bonin-aye, Kevin Morse-aye, David Cortese-aye, Hal Davis-aye.**

**(2:03:10) Motion to approve and retain all executive session minutes made by Tim Bonin, seconded by Kevin Morse, all in favor-aye. Roll call vote: Mike Fitzpatrick-aye, Tim Bonin-aye, Kevin Morse-aye, David Cortese-aye, Hal Davis-aye.**

**(2:03:40) 12. Open session for topics not reasonably anticipated 48 hours in advance of the meeting**  
**NONE**

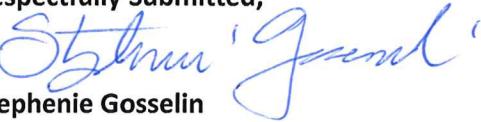
**13. Executive Session:**

Mr. Bonin made a motion at 9:04 pm to go into Executive Session for the purpose of Litigation and to return to Regular Session for the purpose of adjournment. Mr. Fitzpatrick seconded the motion, all in favor-aye. Roll call vote: Mike Fitzpatrick-aye, Tim Bonin-aye, Kevin Morse-aye, David Cortese-aye, Hal Davis-aye.

**14. Adjournment:**

Mr. Bonin made a motion at 9:34 pm to leave Executive Session and return to Regular Session for the purpose of adjournment. Mr. Morse seconded the motion, all in favor-aye. Roll call vote: Mike Fitzpatrick-aye, Tim Bonin-aye, Kevin Morse-aye, David Cortese-aye, Hal Davis-aye.

Respectfully Submitted,



Stephenie Gosselin  
Recording Secretary